

# MEGHIN GILSTRAP

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## EXPERIENCE

### Content Producer: Freelance, October 2019 – present

- Collaborate with production companies to produce high quality and effective photo and video shoots
- Execute logistics for productions:
  - Build production calendars, negotiate rates and hire crew, secure equipment and services from vendors, source and secure locations, complete location permits, manage casting, complete crew payroll, actualize budget, manage travel arrangements, manage wrap, lead post production
- Manage and maintain client relationships

### Producer & Studio Manager, Seattle, WA: Kontent Partners, December 2018 – October 2019

- Managed office – greeted visitors, answered phones, scheduled meetings and managed office calendar
- Executed logistics for productions:
  - Negotiated rates and hired crew, secured equipment and services from vendors, sourced and secured locations, completed location permits, managed casting, completed crew payroll, actualized budget, managed travel arrangements, managed wrap, led post production
- Communicated/collaborated with and managed clients
- Led company marketing initiatives - created social media content and scheduled posts, sent monthly newsletters, updated website regularly

### Production Coordinator & Studio Manager, Seattle, WA: Kontent Partners, February 2017 – December 2018

- Managed office – greeted visitors, answered phones, scheduled meetings and managed office calendar
- Provided logistical support for productions:
  - Hired crew, ordered equipment and services from vendors, assisted in finding locations, assisted with casting management, completed location permits, actualized budgets, booked travel arrangements, anticipated problems and resolved them quickly
- Led company marketing initiatives - created social media content and scheduled posts, sent monthly newsletters, updated website regularly

### Production & Photo Assistant, Seattle, WA: Freelance, October 2015 – February 2017

- Assisted with paperwork, data entry and general office administration
- Shopped for and organized craft services and completed any necessary runs for production
- Set up equipment and assisted with managing the schedule for shoot days

### Production Assistant, Koh Rong, Cambodia: Survivor (CBS), February 2015 - July 2015

- Assisted in the production of a reality television series in a remote location
- Tested the challenges/obstacle courses
- Worked hands on with the art department creating and building the sets

### Research Specialist 1, Charleston, SC: Medical University of South Carolina, August 2012 - March 2014

- Completed product orders and organized the laboratory
- Assisted in behavioral research on the effects of ethanol in a rodent model
- Performed membrane fraction assay, western blot assays, and protein quantification
- Assisted lab personnel with care of animals and administration of experiments

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## EDUCATION

College of Charleston, Charleston, SC: 2010-2012  
Major: Psychology (BS)  
Minor: Neuroscience  
GPA: 3.9

## ADDITIONAL SKILLS

Microsoft Office Suite, Google Suite, Dropbox, Showbiz Budgeting, Payroll (Media Services), WireDrive, Asana, Adobe Lightroom, Shopify, WordPress, Squarespace, Mailchimp, Format, Instagram, Tumblr, Pinterest, Facebook